

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
STATE MILITARY RESERVE
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Sacramento, California 95826-9101

CASR-P

1 November 2005

**PERSONNEL POLICY BULLETIN 05-03
DISABILITY WAIVERS FOR ENLISTMENT OR COMMISSIONING**

Effective 1 November 2005

1. HQ, CA SMR recognizes the need to have and maintain a professional and consistent program for recruiting and retaining quality individuals in the California State Military Reserve (CA SMR), while at the same time realizing that there are those that have disabilities that exceed the normal 29% restriction on disabilities.
2. The purpose of this Personnel Policy Bulletin is to provide guidance and procedures for an individual to request a waiver of the disqualification for membership of individuals having a disability exceeding 29%.
3. As used in this Personnel Policy Bulletin, the Major Subordinate Commands (MSCs) of the CA SMR are (1) Installation Support Group, (2) 40th Division Support Brigade, (3) 100th Troop Command Support Brigade, (4) OTAG Support Group, (5) California Center for Military History, and (6) HHD, CA SMR.
4. Effective with the issuance of this Personnel Policy Bulletin, individual desiring to request a waiver of the disqualification from membership in the CA SMR for having a disability exceeding 29% shall prepare a letter requesting said waiver and presenting it to the unit commander of the unit to which they are applying for membership in the CA SMR. The unit commander shall review the request and forward it as part of an application packet, through their chain of command, to include MSC Commander, to HQ, CA SMR, ATTN: CASR-P.
5. The request will include personal identification and individual's statement as to why their disability that exceeds 29% would not prevent him or her from serving in the CA SMR. Additionally, on the individual's SF-93, the reviewing medical professional shall review the request and must add their personal comments as to the individuals ability to fulfill the requirements of the duties of a member of the CA SMR.
6. Upon receipt of the request the Director of Personnel (CASR-P) as HQ, CA SMR shall review the complete application packet. If the individual is otherwise qualified for membership in the CA SMR, the Director of Personnel shall forward the application packet to the Director of Medical Services for review and comments.

7. Upon receipt of the Director of Medical Services recommendations, the Director of Personnel will forward the application and request for waiver to the DAG-SDF for review and approval.
8. The Director of Personnel shall have enlistment or commissioning orders prepared, if the waiver is approved. If the DAG-SDF does not approve the waiver, the Director of Personnel shall prepare a notice of non-approval and forward it through the chain of command to the requestor. The appeal authority for non-approved or requests is The Adjutant General.
9. The requestor's enlistment or commissioning orders and personnel file will be annotated with any restrictions on service approved as part of the waiver process.
10. This Policy Bulletin supersedes any previous bulletins or policy announcements on the matters covered herein and will be incorporated into the next revisions of appropriate regulations.
11. Questions regarding this Policy Bulletin may be directed to the undersigned at HQ, CA SMR, ATTN: CASR-P.

FOR THE COMMANDING GENERAL:

/s/
EMORY R. CLIFTON
COL (CA), GS, CA SMR
Director of Personnel